Sheriff Classification Officer

Department: Sheriff

Class Code: 2631

EEO Code: 24

FLSA: N

Effective: 01/10/2000

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in classifying inmates based on established criteria in order to place them in proper housing units; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Interviews inmates and creates and maintains active records; classifies inmates based on established criteria in order to place them in proper housing units; assesses treatment needs to meet State guidelines and assists the inmates in services and programs at the jail; responds to inmate requests; calculates inmate jail time; assists the Department of Corrections on inmate sentences, jail credits, disciplinary actions and court orders; reads, interprets and disseminates court orders to ensure accuracy, compliance, and provide additional audit for records; ensures the timely transfer of State prisoners into the State system; assists in making referrals for inmates placed in the Home Incarceration Program; prepares written reports; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of modern methods and practices of jail operations; of applicable federal, state, and local laws and ordinances; of CPR and first aid; of departmental rules and regulations; of courts and legal processes.
Working skill in counseling inmates; in communicating effectively with the general public, inmates and other law enforcement officials; in operating computers.
Must successfully complete any written, physical, mental, drug screening tests established by policy; must successfully complete all mandated training within established time frames; must be physically capable of effecting arrests, subduing violent inmates, and pursuing fleeing inmates on foot.

MINIMUM EDUCATION AND EXPERIENCE:

High school graduate or completion of GED; 21 years of age; one year of experience working in corrections; must possess valid Virginia Motor Vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.